



POSITION DESCRIPTION

CLASSIFICATION TITLE Senior Coordinator **WORK AREA** Solid Waste Special Projects Coordinator

CLASS CODE 5311/Exempt **EFFECTIVE DATE:** October 1, 2001

FUNCTION Professional work in the solid waste field, with special emphasis on managing recycling activities, managing public relations and education programs, management of solid waste related capital improvement projects, and management of other solid waste management related projects.

EDUCATION AND EXPERIENCE Bachelor's Degree in Public Relations, Public Administration, Business Administration, Communications, Engineering, Environmental Science, or a related field and Five (5) years' experience in public relations, solid waste recycling, or solid waste programs. Preference experience in the Environmental Science field. A comparable amount of education, training, or experience may be substituted.

SPECIAL REQUIREMENTS Considerable knowledge of applicable laws, regulations, procedures and processes governing the solid waste operation. Knowledge of data processing as related to the solid waste operation. Ability to organize work and to prepare complex reports and statements. Ability to establish and maintain effective working relationships with other county staff, outside agencies and the general public. Ability to communicate effectively both orally and in writing. Ability to market recyclables and develop new markets for recycled materials. Ability to operate photography and video equipment. Must possess and maintain a valid Florida Driver's License.

ESSENTIAL FUNCTIONS

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Develops, coordinates and implements solid waste programs, to include recycling and resource recovery. Works closely with local and state agencies, cities and counties in the implementation and promotion of solid waste programs.

Develops and manages capital improvement projects for the division. Develops and manages projects to assess the efficiency and effectiveness of the County's solid waste management program. Develops and implements new contracted services for the County solid waste management program. Leads County-wide Litter Committee.

Meets regularly with state, county, and municipal officials and county citizens to represent the Solid Waste Management Division. Provides technical assistance and information to County Staff, other County Departments and Divisions, outside agencies and the general public. Processes promotional items to educate the public on grant programs. Coordinates and manages recycling processing operations to include contracting and marketing. Develops public relations programs to promote the County's Solid Waste Program and works with the media in dispersing said information.

Plans, organizes, develops, reviews and revise information programs, information systems, and procedures to promote efficient operation of solid waste management programs. Compiles monthly, quarterly, and annual reports.

Prepares annual grant applications to the State of Florida for the Recycling and Education Grant and Waste Tire Grant. Prepares quarterly reports required by grant programs for the State of Florida.

Coordinates Solid Waste Programs and Interlocal Agreements with all municipalities within Seminole County. Coordinates Curbside and Facility Recycling Program with contract haulers responsible to collect recyclables. Assists in the preparation of annual budget for the recycling programs and Solid Waste Division.

Initiates and effectively recommends to the Division Manager for final approval by the Department Director, for hiring, performance evaluation, termination, disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.

WORKING CONDITIONS The work environment for this position is a combination of office and fieldwork; most office duties are performed while sitting at a desk, table or workstation. Duties performed in the field may require prolonged standing, walking or being in areas where there is a high noise level. This position has regular exposure to radiant and electrical energy found in an office environment.